

Questionnaire to Determine if an Event is a Meeting or Conference

Is this a formal, structured training program (including seminars specifically held for training purposes) that has specific objectives identified to improve certain knowledge, skills, and abilities?	Yes	No
Is this an LBNL activity related to work not funded by DOE (Work for Others)?	Yes	No
Is this an event requiring only local travel?	Yes	No
Is this a Federal Advisory Committee meeting?	Yes	No
Is this a contract pre-proposal, bid opening and similar activities, including negotiations?	Yes	No
Is this a public hearing or associated briefing?	Yes	No
Is this is an audit, inspection or investigation?	Yes	No
Is this event a DOE technical/business program, project or peer review?	Yes	No
Is this employee (or employees) traveling to sites where work for DOE is being performed, to discuss the status of the work?	Yes	No
Is this activity funded through a grant or cooperative agreement, (unless management of a DOE conference is the purpose of the grant or cooperative agreement)?	Yes	No

If **yes** to one of the above questions, the event is **not** a conference and does **not require** Lab Directorate, DOE BSO or Office of Science approval. Please complete a Laboratory-Hosted **Meeting Request Form** and required attachment.

If **no** to all of the above questions, the event **is** a conference and **may require** Lab Directorate, DOE BSO and/or Office of Science approval. Please complete the **Conference Request and Authorization Form** and required attachments.